



# VACANCY ANNOUNCEMENT

**The Department of Health has a career opportunity for qualified candidates for the following position:**

<b>Title</b> <b>Public Health Representative 2 (Communicable Disease)</b> <b>[Classified Competitive]</b>			<b>Salary</b> <b>P21</b> <b>\$51,529.95 - \$72,953.46</b>
<b>Posting Number</b> <b>128-17</b>	<b>Position Number</b> <b>902180</b>	<b>Number of Positions</b> <b>1</b>	<b>Posting Period *</b> <b>From: 7/28/17 To: 8/11/17</b>
<b>Location:</b> <b>Division of HIV, STD and TB Services</b> <b>Epidemiologic Services</b> <b>50 East State Street, 4<sup>th</sup> Floor</b> <b>Trenton, NJ 08625</b>			<b>Scope of Eligibility/Open to:</b> <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>Recruit clients to participate in a health interview survey through various media, including written correspondence, telephone calls, home visits, and working with medical providers. Conduct data base searches to identify locating information for sampled clients. Administer an one hour survey, collecting data onto a laptop. Surveys will be administered either in-person or via telephone. Conduct medical record reviews of sampled clients. Data is collected from various hospitals, clinics and doctor's offices throughout New Jersey. Data is entered directly into a secure web portal. Serve as a liaison to health care providers or other agencies to facilitate the conduct of the Medical Monitoring Project. Provide technical guidance as needed to foster compliance with the Surveillance protocol. Develop/maintain knowledge base of emerging HIV counseling and testing techniques. Provide HIV counseling, medical and social service referrals to sampled clients. Update and maintain all CDC developed tracking databases. Position involves substantial travel, 3-4 days per week, throughout New Jersey. Participate in required conference calls, trainings and meetings sponsored by the CDC; may include out-of-state travel.</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Two (2) years of experience in a communicable disease related health or social service program which shall have included responsibility for interviewing, investigating, and/or conducting public health care surveys or patient care services.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p><b>NOTE:</b> A Master's degree in Biological Science, Public Health, Public Health Nursing, Social Services, or other related subjects may be substituted for one (1) year of experience.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>• Forward the required documents electronically to: <b>PSTHIVAIDS@doh.nj.gov</b></li> <li>• Mail the required documents to: <b>Patricia Laird, Administrative Assistant 2</b> <b>HIV, STD and TB Services</b> <b>Reference Posting #128-17</b> <b>New Jersey Department of Health</b> <b>PO Box 363</b> <b>Trenton, NJ 08625-0363</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>• cover letter</li> <li>• resume</li> <li>• State of NJ Employment Application (<a href="http://nj.gov/health/forms/dpf-663.dot">nj.gov/health/forms/dpf-663.dot</a>).</li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

- Newly hired employees must agree to a thorough background check that will include fingerprinting.
- If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and/or post-employment alcohol and drug testing.
- In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.
- In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.